



# BC Athletic Commissioner - PROFESSIONAL -



## EVENT PERMIT APPLICATION for Professional Combat Sport Events APPLICATION PACKAGE

This application package contains information on obtaining an event permit for professional combat sport events in the Province of British Columbia (BC). An Event Permit is only valid for a single event/date and is not transferable.

Please provide the Office of the BC Athletic Commissioner (BCAC) the details of any changes to the information provided in your promoter's licence application.

To hold a professional boxing or Mixed Martial Arts (MMA) event in BC, you must:

- Have a valid BC Promoter Licence; and
- Have (or work with someone who holds) a valid BC Matchmaker Licence

Licensed promoters must submit a completed event permit application form at least **60 days in advance** of any planned professional boxing or MMA event. Your application will not be considered until all required information has been submitted.

You may also be required to obtain permits or licences from the municipality that you intend to hold the event in, as well as from the police and fire services. It is your responsibility to contact these offices to ascertain their requirements and to comply with them. You are advised to contact them 60 days in advance of your intended event date.

An event permit may be cancelled by the Commissioner if full disclosure is not made or where it has been determined after a Permit has been issued that the answers on your application were incomplete or incorrect.

There are three (3) steps to obtaining a permit:

**Step 1** Complete the **Event Permit Application** in full.

**Step 2** You will only need to provide additional Personal Disclosure forms and Criminal Record Check if:

- any new officers or directors of your corporate entity have been hired/appointed since receiving your Promoter's Licence, or
- the event is being held on behalf of a charitable organization, (disclosure forms and criminal record checks required from the Executive Director and board members of that charitable organization).



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**Step 3** Forward the following documents to the Office of the Athletic Commissioner:

- Your completed Event Permit Application
- Any required Personal Disclosure forms or Criminal Record Check result
- Your non-refundable event permit payment in the amount of \$100 (Canadian funds)

<b>Office of the BC Athletic Commissioner</b>	
Mailing Address: PO Box 9823 Stn Prov Govt Victoria, BC V8W 9W3	Courier/Drop Off Address: 5 <sup>th</sup> Floor, 800 Johnson Street Victoria, BC V8W 1N3
Phone: 250-952-6735 (in Victoria) or 1-855-952-6760 (toll free) Fax: 250-387-8703 <a href="http://www.cscd.gov.bc.ca/bcathleticcommission">www.cscd.gov.bc.ca/bcathleticcommission</a> Email: <a href="mailto:athletic.commissioner@gov.bc.ca">athletic.commissioner@gov.bc.ca</a>	

## Keep a copy of your application and supporting documents for your records



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## EVENT PERMIT APPLICATION for Professional Combat Sport Events TERMS AND CONDITIONS

The following terms and conditions apply to every Event Permit:

- Every Event Permit holder must comply with
  - the *Athletic Commissioner Act* and the regulations,
  - the terms and conditions prescribed by the Minister, and
  - any terms and conditions imposed on the Event Permit by the Commissioner.
- The Event Permit holder must make the Event Permit available for inspection on request of any person at the event.
- The Event Permit holder must ensure that each person who performs activities or provides services at or in relation to the professional contest or exhibition and is required to be licensed under the *Athletic Commissioner Act* in respect of that activity or service, holds a valid licence for that activity or service.
- Companies not employing BC workers and working less than 15 days in BC must provide proof of workers' compensation coverage. If a company does not have workers' compensation coverage, or will be working in British Columbia more than 15 days in a calendar year, that company must obtain coverage from WorkSafeBC. WorkSafeBC registration is mandatory for any company employing BC workers regardless of employment length.
- Promoters are responsible to ensure they obtain the necessary business permits as required to operate within any particular municipality.

### Duties and Requirements of Event Permit Holders

#### Post Approval of Event Permit and Prior to the Event:

1. No later than 30 days and no earlier than 60 days before the scheduled date of an event, the promoter must provide evidence to the Commissioner a certificate of insurance evidencing
  - (a) that the promoter carries at least \$5,000,000 of general liability insurance inclusive per occurrence covering all aspects of the event;
  - (b) that such insurance expressly includes as additional insureds the Commissioner, deputy commissioners, if applicable, referees, judges, timekeepers, scorekeepers, ringside physicians and room supervisors who are officials designated by the Commissioner for the event.
2. No later than 30 days before the date scheduled for an event, the promoter must provide to the Commissioner a security plan for the event that is acceptable to the Commissioner. Each time in the 30-day period before the event that there is a change in the security plan, the promoter must provide to the Commissioner an updated plan that is acceptable to the Commissioner.



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3. No later than 30 days before the date scheduled for an event, the promoter must provide to the Commissioner a medical plan for the event that is acceptable to the Commissioner. Each time in the 30-day period before the event that there is a change in the medical plan, the promoter must provide to the Commissioner an updated plan that is acceptable to the Commissioner.
4. No later than 21 days before the scheduled date of an event, the promoter must provide to the Commissioner a security bond in an amount specified by the BCAC, not exceeding \$25,000.
5. At least 14 days before the date of an event, the promoter must provide to the Commissioner all the following information in respect of the event:
  - a list of the proposed matches, including for each the names of the proposed contestants, whether the match is a boxing or MMA event and the weight class of the contestants;
  - the number of rounds proposed for each proposed match;
  - the amount of the purse for each proposed match;
  - a declaration signed by a matchmaker that the contestants proposed for each proposed match are suitable competitors;
  - any other changes to the proposed program for the event from the original proposal provided as part of the event permit application;
  - contestants' forms to be sent in one complete package (blood work results, medicals, etc., to be compiled and then submitted together)
  - any other information requested by the Commissioner.
6. A promoter must advise the Commissioner as soon as practicable, but no later than 24 hours before the event is scheduled to begin, of any changes in the information provided under #5 above.
7. No later than 7 days before the scheduled date of an event, the promoter must provide to the Commissioner a certified cheque in an amount equal to the sum of the remuneration that is to be paid to the event officials (section 27, Minister's Athletic Commissioner Regulation). If the amount payable increases before the event begins, the promoter must provide to the Commissioner another certified cheque in the amount of the increase.
8. A promoter must not add contestants to the program for an event less than 3 days before the date scheduled for the event without the approval of the Commissioner.
9. A promoter must advise the Commissioner as soon as practicable, but no later than 24 hours before the event is scheduled to begin, of any changes in the information provided under #4 or #5 above.
10. If a promoter learns that a contestant scheduled for a match in an event is unable to participate in the event, the promoter must immediately notify the Commissioner in writing and provide, in respect of any substitute contestant, the information that the promoter was required to provide to the commissioner in respect of all contestants in the event.
11. If there is a change in the program for an event after the program has been announced to the public, the promoter must as soon as practicable



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- (a) post notice of the change at each box office at the venue for the event and on the promoter's website, if any, and
  - (b) make other reasonable efforts to notify the public in a manner similar to the manner in which the program was announced to the public
12. At or before the weigh-in ceremony for an event, the promoter must provide to the Commissioner a copy of each signed contract between the promoter and a contestant and the contestant's fight record.

### During the Event:

1. The promoter of an event, at the promoter's expense, must ensure that Primary Care Paramedics and an ambulance be available. The ambulance must be licenced to transport an injured party to the closest emergency hospital and be fully stocked with required gear such as, but not limited to, a stretcher, automatic defibrillator, oxygen with appropriate delivery equipment, bandages, airway gear, bag-valve-mask, and spinal immobilization equipment.
2. The promoter of an event, at the promoter's expense, must arrange for and ensure the attendance of the security officers required under the security plan, or amended security plan, as applicable, submitted to the commissioner under #2.
3. The promoter of an event, at the promoter's expense, must reserve 6 front row seats at the event for the commissioner's use and deliver to the commissioner, at least 5 days before the date of the event, tickets or passes authorizing admission to the reserved seats.

### Post Event:

4. The promoter must pay all amounts owing to contestants for the event in the presence of the Commissioner or a person designated by the Commissioner. The promoter must not pay amounts owing to a Contestant for an event unless the Contestant has consented in writing to any post-match medical suspension imposed after the event.
5. The promoter must provide to the commissioner within the 15 day-period after the event:
  - a statutory declaration or affidavit of the promoter, or in the case of a corporation, of an officer or director of the corporation, stating the gross gate receipts for the event, and
  - the amount payable in respect of the event, by certified cheque, money order or electronic funds transfer (section 5 of the Athletic Commissioner Regulation).
6. The commissioner may realize on a security bond required under #3 if the amount payable referred to in #17 (and required under section 5 of the Athletic Commissioner Regulation) is not paid within 7 days after the expiry of the 15 day period for payment of the gate receipt payment.
7. It is the responsibility of the promoter to determine whether a business licence from the municipality where the event is occurring is necessary and to obtain that licence as required.

These above terms and conditions, duties and requirements are not met until any information or document that these term or conditions require to be provided is provided in a manner satisfactory to the Commissioner.



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### EVENT PERMIT APPLICATION for Professional Combat Sport Events

A. EVENT INFORMATION			
Promoter's name:		Licence #:	
Date proposed event:		City/Region:	
Type of event:	<input type="checkbox"/> Boxing <input type="checkbox"/> MMA		
Venue name:		Venue contact:	
Venue telephone number:	(xxx-xxx-xxxx)	Venue email address:	
Will the promoter act as matchmaker?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, name of matchmaker:	
Anticipated attendance:		Anticipated gross gate receipts:	\$
<input type="checkbox"/> Profit <input type="checkbox"/> Non Profit	Name of charitable organization:		
Liquor to be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Proposed Program			
1	Number and sequence of matches:		
2	Duration and intermission placement:		
3	Description of proposed entertainment between matches:		

If the application is on behalf of a charitable organization, complete the following section			
Charity name:		Registered charity #:	
Contact name:			
Address:	Street	City	
	Prov/State	Country	Postal Code/ZIP
Charity telephone:	(xxx-xxx-xxxx)	Charity facsimile:	(xxx-xxx-xxxx)
Charity email:			



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Charity Executive Director and Executive Board Members			
Legal name:		Phone number:	(xxx-xxx-xxxx)
Address:			
Legal name:		Phone number:	(xxx-xxx-xxxx)
Address:			
Legal name:		Phone number:	(xxx-xxx-xxxx)
Address:			
<b>Note:</b> The Executive Director and listed Board Members must complete the "Personal Disclosure Form" and provide a Criminal Records check issued from the jurisdiction where they reside.			

B. DISCLOSURE:	
1. Does the applicant have a financial interest in any contestant proposed for this event? If yes, provide name and details. Use separate sheet if necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the applicant have a financial interest in a business entity or individual involved in this event? If yes, provide name and details. Use separate sheet if necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the applicant or anyone in the applicant's organization related by blood, adoption or marriage to any contestant proposed for this event or official licensed in B.C.? If yes, provide name and details. Use separate sheet if necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No



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## C. APPLICATION FEE

Application fee is as follows:

- \$100 (Canadian funds)
  - Enclosed is my non-refundable APPLICATION FEE (in Canadian funds)
  - I will telephone the BCAC Office (1-855-952-6760) and pay my APPLICATION FEE by credit card
  - APPLICATION FEE mailed separately

CHEQUE OR MONEY ORDER MUST BE MADE PAYABLE TO:  
**MINISTER OF FINANCE**

## D. CONSENT TO THE COLLECTION, USE, STORAGE AND DISCLOSURE OF PERSONAL INFORMATION

I acknowledge that the following personal information may be collected by the Athletic Commissioner or his or her delegate under the authority of sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*:

- (i) Contact information including name (and any alias or stage name), complete residential and mailing address and an email address if applicable, day time telephone number, date of birth, and country of citizenship and sex;

And if applicable:

- (ii) Criminal record check or police record check;
- (iii) Credit Check;
- (iv) Medical information related to examinations conducted by ringside physicians prior to, during or after an event; and
- (v) Information related to my conduct prior to, during, and after an event.

I authorize the personal information to be collected by the Athletic Commissioner in the above manner and I further hereby consent to:

- (i) the use of the personal information as applicable to the licence I am applying for by the Athletic Commissioner for the following purposes:
  - a) Processing this licence application and determining my suitability for the licence being sought;
  - b) Enabling the Athletic Commissioner to verify my personal information and perform background checks prior to the registration or issuance of a licence or permit pursuant to section 4(2) of the *Minister's Athletic Commissioner Regulation* (B.C. Reg. 171/2013); and
  - c) Enabling the Athletic Commissioner to regulate and enforce professional boxing and professional mixed martial arts events governed by the *Athletic Commissioner Act* and regulations;





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- (ii) the disclosure of, and status of any suspension or disciplinary action imposed on me by the Athletic Commissioner to the Association of Boxing Commissions (ABC) and through that body, other ABC affiliated athletic commissioners or similar organizations in other jurisdictions that regulate professional boxing and professional mixed martial arts;
- (iii) the disclosure of any or all of the information supplied to BCAC to Salesforce.com Inc. and it affiliates in the United States of America to be stored on behalf of the Athletic Commissioner and that such information may be made public on their websites;

I certify that I have read and understand the content of this Consent form with respect to the collection, use disclosure, and storage of my personal information in relation to my application for this licence under the *Athletic Commissioner Act*.

This consent is valid from the date signed unless I revoke my consent by writing to the Athletic Commissioner at the address specified below.

For questions regarding the collection of personal information please contact the BC Athletic Commissioner at 250-952-6735 (in Victoria) or 1-855-952-6760 (toll-free).

Queries by mail may be directed to:

And by Courier to:

Office of the BC Athletic Commissioner  
PO Box 9823 Stn Prov Govt  
Victoria BC V8W 9W3

Office of the BC Athletic Commissioner  
5th Floor, 800 Johnson St.  
Victoria, BC V8W 1N3

Signature:

Date:

(yyyy-mm-dd)

## E. CONSENT, STATEMENT AND DECLARATION

TO BE READ AND SIGNED BY PROMOTER APPLYING FOR AN EVENT PERMIT:

I certify that all of the information provided in this application is true to the best of my knowledge and belief.

I understand that the Commissioner or his or her delegate will review and may contact other parties to confirm the information provided. The Commissioner or delegate is required to protect the confidentiality and privacy of the personal information provided in accordance with the *Freedom of Information and Protection of Privacy Act* (British Columbia).

I understand that any false or inaccurate statements contained in this application or failure to disclose may be deemed sufficient cause for rejection of this application by the Commissioner or his or her delegate.

I understand that any false or inaccurate statements made in this application that may be revealed following issuance of an Event Permit could result in the suspension or cancellation of that Event Permit.

Signature:

Date:

(yyyy-mm-dd)



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## PERSONAL DISCLOSURE FORM

### INFORMATION AND INSTRUCTIONS

Completion of this form is required as part of the application requirements for a Promoter or Matchmaker Licence or Event Permit under the *BC Athletic Commissioner Act* for:

- Any officer or director of a corporation that is applying for a licence;
- An individual who is applying for a licence or permit.

The information provided in this form is for the purpose of ensuring the integrity of the conduct and management of professional contests in the Province and may be used by the Commissioner to undertake background checks of participants in the sport. The information you provide and any information obtained will be held in confidence and only used for this purpose.

### A. INDIVIDUAL PERSONAL INFORMATION

Name:	Surname	First Name	Middle Name(s)
Alias/Stage name:	Surname	First Name	Middle Name(s)
Address:	Street	City	
	Prov/State	Country	Postal Code/ZIP
Mailing address: (if different from above)	Street	City	
	Prov/State	Country	Postal Code/ZIP
Telephone number:	Home (xxx-xxx-xxxx)	Cell (xxx-xxx-xxxx)	Other (xxx-xxx-xxxx)
Email address:			
Date of birth:	(yyyy-mm-dd)	Country of citizenship:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female



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## B. DISCLOSURE

1.	Have you ever been convicted of a criminal offence in B.C. or another jurisdiction? If yes, provide details. Use attached 'Declaration of Criminal Offences' form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Have you been a defendant in a civil action related to deceit, misrepresentation or similar conduct? If yes, please provide the date, case number and jurisdiction.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Have you ever been denied a licence, permit or authorization or had a licence, permit or authorization suspended or cancelled or been subject to investigation or disciplinary action related to the sport of boxing or MMA in B.C. or another jurisdiction? If yes, provide details. Use separate sheet if necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## C. CONSENT TO COLLECTION, USE, STORAGE AND DISCLOSURE OF PERSONAL INFORMATION

I, \_\_\_\_\_ (print your legal name in full) hereby authorize:  
The Commissioner or his or her delegate to confirm the information provided. I understand that the Commissioner or delegate is required to protect the confidentiality and privacy of the personal information provided in accordance with the *Freedom of Information and Protection of Privacy Act* (British Columbia).

Signature:		Date:	(yyyy-mm-dd)
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Your personal information is being collected by the Commissioner or his or her delegate under sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*, for the purpose of processing licensing applications under the *Athletic Commissioner Act*. For questions regarding the collection of personal information please contact the Office of the BC Athletic Commissioner at 250-952-6735 (in Victoria) or 1-855-952-6760 (toll free).

## D. STATEMENT AND DECLARATION

I certify that all of the information provided by me in this application is true to the best of my knowledge and belief. If necessary, I will provide my fingerprints to verify whether or not I have a criminal record.  
I understand that any false or inaccurate statements made by me in this application or failure to disclose may be deemed sufficient cause for rejection of an application by the Commissioner or his or her delegate.  
I understand that any false or inaccurate statements made in this application that may be revealed following the issuance of a licence or permit could result in the suspension or cancellation of that licence or permit.

Signature:		Date:	(yyyy-mm-dd)
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